



State of Wisconsin  
Department of Workforce  
Development

## ***You're invited to the... KENOSHA LABOR LAW CLINIC!***

- January 25, 2005 (Tuesday) ● 8:00 a.m. - 3:30 p.m.
- Gateway Technical College (Madrigano Aud.) ● Kenosha, WI

Here's what's on the program:

- 8:00 a.m. - **Registration/Check-in**
- 8:30 a.m. - **(sharp) KICKOFF**
- 8:45 a.m. - **"Defining Misconduct Under Wisconsin's UI Law" –**
- 10:00 a.m. - **Break**
- 10:15 a.m. - **"How to Conduct A Labor Standards Self-Audit" –**
- 11:45 a.m. - **Lunch**
- 12:30 p.m. - **"Fair Employment Law Basics"–**
- 1:45 p.m. - **Break**
- 2:00 p.m. - **"You Be the Equal Rights Investigator" –**
- 3:15 p.m. - **Wrap-up, adjournment**

**Time?** Registration begins at 8:00 a.m. Program begins at 8:30 a.m. Lunch is at 11:45 a.m.  
**What's the cost?** \$77 per person. Substitutions allowed. **PRICE INCLUDES:** Juice, coffee, and rolls upon arrival, refreshments at breaks, and lunch; handouts for all presentations on the agenda, plus other DWD handouts.

**Site?** Gateway Technical College – 3520 30<sup>th</sup> Ave. (Madrigano Auditorium), Kenosha, WI (262) 654-3052

**Here's how to register:** Complete and return the form that appears below. Seating is limited, so early advance registration is recommended. No discounts allowed for multiple reservations, missed meals, etc.  
**Note: Last day for refunds or cancellations is January 14, 2005. Registrations not paid for or canceled by this date shall be subject to full payment of the registration fee.** Contact (262) 697-4610 if you wish to confirm that your registration was received or to cancel. Please keep all of the above information for future reference and return only the reservation form below.

**PLEASE RESERVE \_\_\_\_ SEATS at the Kenosha Labor Law Clinic at \$77 each for a total of \$ \_\_\_\_.**  
(Enclose full payment if paying by check or money order.) Make checks payable to: **Kenosha Job Service - JSEC**

Name(s) 1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Company/firm Name \_\_\_\_\_

St. Address (P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**TO REGISTER:** Mail this form together with payment to: **Kenosha County Job Center/Human Services Building, Attn: Jamie Lemmons, Kenosha Job Center/ Human Services Bldg., 8600 Sheridan Road, Kenosha, WI 53143 or FAX to 262-694-4548. NOTE:** Choose only **ONE** reservation method. To ensure your registration is accepted, please send payment immediately.

**LLKNOSH**

## **HERE'S WHAT WE'LL COVER**

**8:45 a.m. "DEFINING MISCONDUCT UNDER WISCONSIN'S UI LAW"** Identifies the factors used by UI staff and the courts to define misconduct, which can result in a claimant's disqualification for UI benefits. Covers what is and isn't a valid termination for misconduct, including absenteeism, dishonesty, and violation of company rules. Also covers the basic elements UI considers in its investigation of a discharge issue and what information UI requests from employers and claimants, and their appeal rights.

**10:15 a.m. "HOW TO CONDUCT A LABOR STANDARDS SELF-AUDIT"** Explains how employers can conduct a "self-audit" to assess their current compliance with various state labor standards laws. Includes information about the Labor Standards Bureau's wage claims process and audits, including potential penalties that can be assessed against employers. Other topics covered include an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefit, work rules and disciplinary action policies.

**12:30 p.m. "FAIR EMPLOYMENT LAW BASICS"** A straightforward look at the basics of the Wisconsin Fair Employment Law (WFEL). Introduces participants to Wisconsin's law prohibiting discrimination in employment and serves as a foundation for further discussion. The presentation addresses prohibited actions by employers, groups protected by the law, employing individuals with disabilities, on-the-job harassment, dealing with a WFEL complaint, and other concerns participants raise.

**2:00 p.m. "YOU BE THE EQUAL RIGHTS INVESTIGATOR"** The audience receives individual case summaries, covering a variety of Wisconsin Fair Employment Law topics. After a brief explanation of the discrimination complaint process, the audience discusses cases as a group to decide how they would rule as an Equal Rights Investigator. Session led by experienced investigators.

## **HERE ARE YOUR PRESENTERS**

**GRETCHEN WENDT** has been with the Unemployment Insurance Division since 1993. She has worked as an adjudicator and is currently employed by the division as a Disputed Claims Analyst. In that capacity she helps develop the laws and policies for Unemployment Insurance, trains and evaluates adjudicators, provides technical assistance on more complex claims, acts as an expert witness in UI appeals hearings, and responds to inquiries from employers, claimants and the legislature. She is a 1992 graduate of the University of Wisconsin-Madison with a BA degree in Communication Arts - Radio, Television and Film.

**GEORGINA TAYLOR** is the Bilingual Outreach and Education Coordinator for the Equal Rights Division. Until early October of 2004, Ms. Taylor was a Section Chief in the Equal Rights Division. She supervised a team of Equal Rights Officers in Madison, Menasha, and Eau Claire who investigate discrimination complaints and compliance with the state's civil rights statutes. Ms. Taylor has worked for several state agencies since 1976. She was a Job Service Specialist, Migrant and Seasonal Farm-worker Monitor-Advocate, a Senior Personnel Specialist for the Wisconsin Departments of Employment Relations and Health and Social Services, and Civil Rights Office Director for the Department of Health and Social Services. A native of Argentina, Ms. Taylor taught Spanish and English as a second language before joining Wisconsin Civil Service.

**ROBERT ANDERSON** has worked for the Equal Rights Division since 1975. He spent his initial 2 -1/2 years experience working as an investigator. From 1978 to 1997 he supervised all of the investigators throughout the state who do labor standards work. Since 1997 Bob has been the director of the Labor Standards Bureau. Bob graduated from the University of Wisconsin-Oshkosh in 1970 with a double major in history and broad field social sciences.

## **IS THIS YOUR FIRST CLINIC?**

**THIS DAY-LONG CLINIC** will include speakers from the Unemployment Insurance and Equal Rights Divisions with detailed information and practical guidance to help employers avoid violating state laws and rules in the topic areas on the Clinic agenda. This educational program contains information that will help employers prepare for state agency hearings and other administrative proceedings, if they become necessary. There will be ample opportunities to ask questions of the presenters, all of who are experts in the laws and programs of which they speak.

**THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT** does not discriminate on the basis of disability in the provision of services or in employment. If you need assistance in using this service, please contact us. Deaf, hearing- or speech-impaired callers may reach us through the Wis. Telecommunication Relay System (WisTRS).

A schedule of **future labor law clinics** can be viewed on the Department of Workforce Development website at <http://dwd.wisconsin.gov/laborlaw/>